

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

April 4, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**ACCEPTANCE OF PUBLIC ACCESS COMPUTER HARDWARE UPGRADE GRANT  
(ALL SUPERVISORIAL DISTRICTS) (4 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Accept a grant in the amount of \$242,000 from the Bill and Melinda Gates Foundation to allow the Public Library to replace 161 obsolete public access computers located at 41 libraries throughout the County.
2. Authorize the County Librarian to act on the County's behalf regarding the completion of all documents relating to this project that may be required under the conditions of the grant program, to expend the funds necessary for the completion of the project, and to meet the conditions of the grant.
3. Approve an appropriation adjustment (Attachment A) in the amount of \$242,000 for the purchase of replacement of public access computers in accordance with the terms of the grant.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Public Library is requesting that the Board accept a grant in the amount of \$242,000 from the Bill and Melinda Gates Foundation. The purpose of the grant is to provide previous grantees assistance in improving access to information by providing public access computing services to library patrons. In 2000, the Public Library received a grant from the Bill and Melinda Gates Foundation that was made available only for community libraries serving populations with a poverty level greater than 10%. The purpose of the current grant is to replace 161 now obsolete computers at the 41 library sites that were eligible for the grant funded computers in 2000.

Serving the unincorporated areas of Los Angeles County and the cities of: Agoura Hills ▪ Artesia ▪ Avalon ▪ Baldwin Park ▪ Bell ▪ Bell Gardens ▪ Bellflower ▪ Bradbury ▪ Carson ▪ Claremont ▪ Compton ▪ Cudahy ▪ Culver City ▪ Diamond Bar ▪ Duarte ▪ El Monte ▪ Gardena ▪ Hawaiian Gardens ▪ Hawthorne ▪ Hermosa Beach ▪ Hidden Hills ▪ Huntington Park ▪ La Canada Flintridge ▪ La Habra Heights ▪ Lakewood ▪ La Mirada ▪ Lancaster ▪ La Puente ▪ La Verne ▪ Lawndale ▪ Lomita ▪ Lynwood ▪ Malibu ▪ Manhattan Beach ▪ Maywood ▪ Montebello ▪ Norwalk ▪ Paramount ▪ Pico Rivera ▪ Rosemead ▪ San Dimas ▪ San Fernando ▪ San Gabriel ▪ Santa Clarita ▪ South El Monte ▪ South Gate ▪ Temple City ▪ Walnut ▪ West Covina ▪ West Hollywood ▪ Westlake Village

Implementation of Strategic Plan Goals

This grant will result in improved library services to the public, consistent with both the County's and Department's strategic plan goals in the areas of service excellence.

**FISCAL IMPACT/FINANCING**

The grant will provide funding to help the Library move closer toward public access computer equity to meet the needs of the communities we serve. Due to technology advances and sustainability issues, some of these libraries now need to replace their public access computer equipment.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

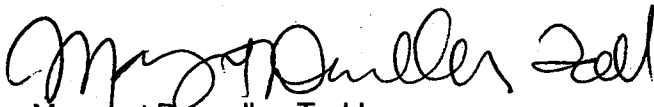
County policy requires that grants be submitted to the Board of Supervisors for acceptance and the Grant Management Statement is attached (Attachment B).

The terms of the grant require the County to expend the funds and complete the project during the period from March 31, 2006 to December 31, 2006. The grant funds may only be used for the purchase of public access computers, software and related support and installation services. The 161 replacement computers will be installed in 41 libraries that previously received computers from the Bill and Melinda Gates Foundation.

**IMPACT ON CURRENT SERVICES**

This grant will enable the Public Library to provide current up-to-date computers for public use for personal productivity and access to the Library's many online services.

Respectfully submitted,



Margaret Donnellan Todd  
County Librarian

MDT:FH:jm

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**Attachments**

c: Chief Administrative Officer  
Executive Officer, Board of Supervisors  
Auditor Controller  
Chief Information Officer

76R 357M 11/83

COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.  
No.

461

DEPARTMENT OF

PUBLIC LIBRARY

19

## AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

FISCAL YEAR 2005-2006

4 (VOTES)

Financing Sources

Public Library  
Unanticipated Revenue - Miscellaneous  
B06-PL-41200-9711

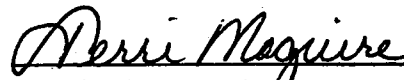
\$242,000

Financing Uses

Public Library  
Services and Supplies  
B06-PL-41200-2000

\$242,000

Allow for the purchase of 161 computers and related Services and Supplies to complete "Public Access Computer Hardware Upgrade Program" funded by the Bill & Melinda Gates Grant revenue. See attached Grant award letter for details.



Terri Maguire, Chief Deputy County Librarian

## CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR

ACTION

RECOMMENDATION

✓

APPROVED AS REQUESTED

AS REVISED

MARCH 22 2006

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

19

AUDITOR-CONTROLLER BY

No. 291

MARCH 21 2006

BY

DEPUTY COUNTY CLERK

BILL & MELINDA  
GATES foundation

February 22, 2006

Ms. Margaret Donellan Todd  
Library Director  
County of Los Angeles Public Library  
7400 E Imperial Hwy  
Downey, CA 90242

Re: Grant Number 41515

Dear Ms. Donellan Todd,

The Global Libraries Program of the Bill & Melinda Gates Foundation (the "Foundation") is pleased to award the County of Los Angeles Public Library a non-renewable project support grant in the amount of \$241,500.00 for the period from March 31, 2006 to December 31, 2006. The purpose of the grant is to provide sustainable public access computer hardware and software upgrades to previous grantees in the manner described in the application you provided us dated December 19, 2005 (the "Application").

**Tax-Exempt Status.** County of Los Angeles Public Library confirms that it is a state or local government unit, or a political subdivision thereof, under sections 170(b)(1)(A)(v) and 170(c)(1) of the Internal Revenue Code of 1986 (the "Code"). We ask that you advise us immediately if there is any change in your organization's exempt status during the term of this grant.

**Use of Grant Funds.** County of Los Angeles Public Library agrees to use the grant funds, and earnings thereon, solely for the purposes, and in the manner, described in the Application, and subject to the terms and conditions of this grant agreement. Grant funds may not be expended, borrowed (inter-fund), pledged or transferred for reasons other than carrying out the project. Grant funds may not be used for lobbying. Any increase or decrease to a budget line item of more than 10% must be approved by the Foundation. Any portion of the grant funds unexpended or uncommitted at the end of the grant period, or used for purposes or in any manner other than those described in the Application, must be returned promptly to the Foundation.

**Payment of Grant Funds.** Upon receipt of a countersigned original of this grant agreement, the Foundation will issue a one-time payment, via check, in the amount of \$241,500.00

**Reporting.** We ask that County of Los Angeles Public Library provide us with a written report signed by an authorized officer of your organization in accordance with the schedule below. Your reports should be sent to the attention of Christopher Jowaisas, Associate Program Officer. Using the attached Reporting Requirements document, the narrative portion of your report should provide a detailed description of what was accomplished with the grant funds. The financial portion of your report should describe all expenditures of the grant funds and any income earned on those funds.

PO Box 23350  
Seattle, Washington 98102  
U.S.A.  
V 206.709.3100  
F 206.709.3180  
[www.gatesfoundation.org](http://www.gatesfoundation.org)

Report Due Date	Report Type	Report Period
3/27/2007	Final Report	03/31/2006 – 12/31/2006

**Record Maintenance and Inspection.** County of Los Angeles Public Library agrees to maintain adequate records to enable expenditure of the grant funds to be easily confirmed. County of Los Angeles Public Library also agrees to make its books and records available for inspection at reasonable times and permit us to monitor and conduct an evaluation of operations under this grant, which may include a visit by our personnel to observe the program, a discussion of the program with County of Los Angeles Public Library staff, and a review of financial and other records connected with this grant.

**Compliance.** If we are not satisfied with the progress of the grant for which County of Los Angeles Public Library has received funds or the content of any written report, we reserve the right at our discretion to cancel the grant, discontinue funding and request that County of Los Angeles Public Library return any unspent and uncommitted grant funds previously distributed by the Foundation under the terms of this grant.

**Public Reports.** We will include information on this grant in our periodic public reports and may also refer to this grant in press releases. If County of Los Angeles Public Library would like to make an announcement about this award, please provide the Foundation with the opportunity to comment in advance on the proposed media release by contacting Chrissy Russillo at (206) 352-8598 or [chrissy.russillo@gmmb.com](mailto:chrissy.russillo@gmmb.com).

If this letter correctly describes your understanding of the terms of this grant, please sign both copies of this letter and return one to Sally Martin at the Foundation. Please keep the other copy for your records. If you have questions, please contact Sally at (206) 709-3175 or [sally.martin@gatesfoundation.org](mailto:sally.martin@gatesfoundation.org).

On behalf of the Foundation, I'd like to extend every good wish for the success of your work.

Sincerely,

Bill & Melinda Gates Foundation



Martha Choe  
Director, Global Libraries Program

22 February 2006  
Date

County of Los Angeles Public Library agrees to the terms of this grant as set forth in the grant agreement.

\_\_\_\_\_  
Ms. Margaret Donellan Todd  
Library Director

\_\_\_\_\_  
Date

# Los Angeles County Chief Administrative Office

## Grant Management Statement for Grants \$100,000 or More

<b>Department:</b> PUBLIC LIBRARY		
<b>Grant Project Title and Description</b> Public Access Computer Hardware Upgrade Grant		
The purpose of the grant is to provide previous grantees assistance in improving access to information by providing public access computing services to library patrons. In 2000, the Public Library received a grant from the Bill and Melinda Gates Foundation that was made available only for community libraries serving populations with a poverty level greater than 10%. The purpose of the current grant is to replace 161 now obsolete computers at the 41 library sites that were eligible for the grant funded computers in 2000.		
<b>Funding Agency</b> Bill & Melinda Gates Foundation	<b>Program (Fed. Grant #/State Bill or Code #)</b> Public Access Computer Hardware Upgrade Grant	<b>Grant Acceptance Deadline</b> 4/21/06
<b>Total Amount of Grant Funding:</b> 241,500		<b>County Match:</b> 0
<b>Grant Period:</b> 9 Months	<b>Begin Date:</b> 3/31/06	<b>End Date:</b> 12/31/06
<b>Number of Personnel Hired Under This Grant:</b>	<b>Full Time:</b> 0	<b>Part Time:</b> 0
<b>Obligations Imposed on the County When the Grant Expires</b>		
Will all personnel hired for this program be informed this is a grant-funded program?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will all personnel hired for this program be placed on temporary ("N") items?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the County obligated to continue this program after the grant expires?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If the County is not obligated to continue this program after the grant expires, the Department will: <b>Replace computers as needed if funding permits</b>		
a.) Absorb the program cost without reducing other services	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b.) Identify other revenue sources (describe below)	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Impact of additional personnel on existing space:</b>		
<div style="border: 1px solid black; height: 40px; width: 100%; text-align: center;">NA</div>		
<b>Other requirements not mentioned above:</b> This grant requires the purchase and installation of personal computers, printers, and related software.		

Department Head Signature

Date: 03-17-06

